

Suffolk University Policy Agreement

Innovation Center

In order to receive access to the Innovation Center, all users must read and agree with the following terms and conditions. If you have any further question please email isom@suffolk.edu or call 617-573-8395.

Hours:

Sunday-Saturday 6:00am-11:00pm

–Key card access for ISOM students and affiliated clubs/groups

Monday-Friday 9:00am-5:00pm

–Generally available to all students for relevant projects/classwork, but may request a time slot (fill out Room Reservation under forms).

Tuesday/Thursday 12:30pm-1:30pm

–Reserved for clubs during normal semester times (these meetings are often open to visitors).

24 Hour Access

–Available to all IS majors, upon special request from Professor Dominic Thomas (fill out Room Reservation under forms and state that you are requesting for a 24-hour access).

Policy:

Access: All key card access requests must be submitted at least 2 week days prior to requested date with an appropriate reasoning for request. We reserve the right to refuse service without proper reasoning.

Reservation: All room reservation requests are acknowledged in a first come, first serve basis. We reserve the right to modify any reservations.

Supervision: All work sessions in the Innovation Center must have a supervisor appointed by either Professor Dominic Thomas or Yonnie Chen.

Food/Drinks: All food and drinks are permitted however, it must be cleaned and thrown out properly after using the room. If there is spillage on the devices, immediately notify your supervisor and/or Yonnie Chen.

Technology: All users must abide by Suffolk University's Computing Policies in the handbook. There is no destruction, tampering, and misuse of technology permitted in the school. If users do not comply, appropriate actions will be made.

Noise Level: In the Innovation Center, we encourage group discussions but we ask for all users to keep the noise at an appropriate level in respect for nearby classrooms and offices. We reserve the right to refuse further room usage.

Signature

Date